

WWT General Risk Assessment Form



Site, department, work area	Castle Espie Wetland Centre, Learning, Learning visits				
Task being assessed	Learning visits				
Risk Assessor/s	John McCullough, Learning Manager				
Date of original Assessment	25/01/19	Date of latest Review	09/06/22	Next review due	09/06/23

What is the hazard?	Persons at risk- who might be harmed?	How might people be harmed?	Existing Control Measures	Risk Rating With existing control measures L x S = RR			Is this acceptable? Yes/ No	Further Action needed to Control the Risk?	Risk Rating With additional control measures L x S = RR			To be Actioned by (Person and date)
				Likelihood of harm	Severity of harm	Risk rating			Likelihood of harm	Severity of harm	Risk rating	
Covid-19	Staff, volunteers, visitors	Covid-19 infection	Those with suspected or confirmed covid should NOT come on the visit.	1	4	4	YES	NO				
Car park traffic.	Staff and school children.	Struck by traffic.	Designated safe coach parking provided and debussing supervised by both WWT staff and schools staff essential.	1	5	5	YES	N/A				
Moving around the grounds.	Staff and school children.	Grounds maintenance causing injury to visitors.	Cooperation at all times with grounds staff to stop work when required & H&S officer informed, in advance of all work likely to cause disruption to schools programmes. All such work should be regulated and made safe in accordance with H&S guidelines. Learning staff should be liaised with on a daily basis as to what is happening and forewarned at least a week in advance of any work likely to disrupt schools programme.	1	3	3	YES	N/A				
Moving around the grounds.	Staff and school children.	Litter such as glass and sharps.	Grounds to be ready and litter free for all groups.	3	2	6	YES	Regular litter patrols.	1	2	2	Tony Wood
Moving around the grounds.	Staff and school children.	Uneven ground, icy paths, slipping hazards, resulting in trips and falls.	All groups are supervised by staff and school teachers. Grounds staff to maintain pathways to an acceptable standard.	3	3	9	YES					

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Moving around the grounds.	Staff and school children.	Debris and low hanging branches or potentially dangerous foliage or structures.	Paths, structures and foliage should be monitored and assessed for risk by grounds staff and H&S officer. Dangerous and potentially dangerous obstructions or hazards should be dealt with immediately. All groups are supervised by staff and school teachers.	1	3	3	YES					
Contact with water.	Staff and school children.	Drowning. Hypothermia Cold water shock Secondary drowning (water inhalation).	Verbal warnings are given by WWT Learning staff, signage is also evident as are life rings at appropriate areas. Where possible, areas of risk are cordoned off. All groups are supervised by staff and school teachers. Areas of potential risk highlighted to staff and avoided all together if possible. Water bodies designed and managed to give a clear water's edge/ delineation. Water bodies risk assessed. Wearing of suitable footwear by all.	1	5	5	YES					
Contact with water.	Staff and school children.	Waterborne diseases/Pond dipping.	Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements.	1	5	5	YES					
Contact with collection.	Staff and school children.	Zoonotic Diseases.	Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements. Bird collection is monitored and faeces removed prior to school visits. All allergies will be documented by schools on WWT booking form.	1	5	5	YES					

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Feeding the birds.	Staff and school children.	Grain handling/Feeding birds. Allergic reactions.	Verbal warnings are given by WWT staff and hand washing facilities are provided and supervised after contact with potentially infectious elements. All allergies will be documented by schools on WWT booking form. School teachers to carry appropriate medical provision.	1	5	5	YES					
Contact with flora and fauna.	Staff and school children.	Insect bites, stings, cuts and abrasions, ingestion of fungi/berries and food allergies.	First aid staff and appropriate equipment always available. All allergies will be documented by schools on WWT booking form. School teachers to carry appropriate medical provision.	2	4	8	YES					
Using outdoor play areas.	Staff and school children	Falls, trips, abrasions against from play structures.	A separate risk assessment is available for all play structures. Children to be supervised at all times by both WWT staff and school staff.	3	4	12	YES	On wet or frosty days the play area could be avoided if surfaces were deemed unsafe. All structures could be monitored and safety records documented on a weekly basis.	1	4	4	Tony Woods.

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Working outside.	Staff and school children	Adverse weather conditions. Severe flooding, heavy snow, high winds and storm damage.	Schools staff to ensure appropriate clothing is worn for their visit. Shelter to be provided by WWT. In case of severe/dangerous weather conditions, centre/areas to be closed with realistic notice given if possible and at the discretion of the centre manager.	1	5	5	YES					
Use of rooms and indoor facilities.	Staff and school children	Injuries caused by room facilities such as fixtures, fittings, and educational materials.	Rooms should be clean and furniture, electrical appliances, educational materials and toilet facilities should be monitored and dealt with appropriately if shortcomings or faults are discovered.	3	3	9	YES					
Staffing	School children and vulnerable adults.	The variety of risks to both minors and vulnerable adults which can occur.	All WWT staff are vetted and cleared through the relevant policing policy. It is incumbent on schools to make sure all similar checks are carried out on their staff.	1	5	5	YES					

WWT RISK SCORING MATRIX

Consequence of Accident/Incident			Likelihood of Accident/Incident occurring					
				Extremely Unlikely	Unlikely	Possible	Very Likely	Almost Certain
Equip/Property	Injury	Disease		1	2	3	4	5
Insignificant Damage, no rework	Insignificant No lost time	Insignificant Not applicable	1	1	2	3	4	5
Minor Damage requiring rework < 2 hrs	Minor Injury with up to 3/7 days lost time	Minor Non – Disabling	2	2	4	6	8	10
Moderate Damage requiring rework > 2hrs	Moderate Over 7 days lost time	Moderate Disabling, but fit for normal duties	3	3	6	9	12	15
Major Damage requiring rework > 8hrs	Major Long term absence	Major Disabling, Unfit for normal duties	4	4	8	12	16	20
Catastrophic Scrap of Eqpt/ plant	Catastrophic Death	Catastrophic Death attributable to disease	5	5	10	15	20	25

Emergency information

Location of nearest phone	In main reception area. Ph: 028 91 874 146
Local hospitals (emergency and non-emergency)	Ulster Hospital Upper Newtownards Road, Dundonald, Belfast BT16 1RH. A&E unit 24hrs.
Access points for emergency services	Front Gate for visitor centre. Gate beside warehouse for general reserve. Gate by water treatment area for woodland.